

Checklist

POS and Infinite Campus

Data Synchronization

Shown below is a brief list of checklist items for checking data synchronization between IC and your food service POS. A full presentation on setting up IC and your POS to synchronize for the future school year can be found [here](#).

Current School Year (through June 30)

- ☐ Compare the meal eligibility counts in FRAM (FRAM>Reports>Eligibility Report) against your food service POS: the count of free, reduced and paid students should be reasonably close between the two systems
- ☐ Stop your data synchronization on meal status between IC and your food Service POS by following the steps noted in the [presentation](#) on the School and Community Nutrition web page.
- ☐ Update the school year in the data import mapping (FRAM>Eligibility Import Mapping) to the school year beginning July 1st; verify that you are updating the mapping that is used in the Scheduled Imports tool (FRAM>Eligibility Import Mapping>Schedule Imports), which is located under the “Active” checkbox.
- ☐ Verify that the POS rollover has occurred with your food service director (which may be in the current school year or after July 1)
- ☐ After the POS rollover has occurred re-start the data synchronization process in the Scheduled Import tool
- ☐ Click “Test Connection” on the Scheduled Import tool to ensure that IC and the food service POS system are communicating properly

Future School Year (Beginning July 1)

- ☐ Check the Scheduled Import tool log file at least monthly to ensure that 1) a successful import is occurring, 2) errors on the log file are identified and resolved
- ☐ Compare free, reduced and paid counts from the FRAM Eligibility report to the POS system; investigate any significant differences